

Notification of Vacancy

Account number _____ Name _____

Address _____ Telephone Number _____

Mailing Address _____

Vacancy Notice filed from _____ to _____

If the date falls between the 1st and 15th of the month, we will utilize the 1st of the month as the date.

If the date falls between the 16th and last day of the month, we will utilize the 1st of the next month.

Guidelines For Obtaining Vacancy

1. In order for service to be suspended, a vacancy notice must be completed and filed with the City Treasurer's Department no later than 30 days prior to the first day that the vacancy is to begin. In addition, any City of Council Bluffs refuse bill that is in arrears must be made current before a vacancy notice will be processed. All vacancy notices will automatically lapse after 12 months, therefore, requiring the applicant to reapply prior to that time.
2. The property must be vacant for one hundred twenty (120) days with the understanding that no refuse will be placed out for collection during the entire time of vacancy.
3. You agree to notify the City immediately of occupancy. When the residence is re-occupied, a new bill will be issued from the date of occupancy. Failure to do this will result in this account being back billed to the date of the vacancy notice.
4. If the property is sold and you have filled out a homeowner's form, you agree to notify the City in order to remove your name from the homeowner's status. Failure to do this will result in you being back billed to the date of the vacancy notice.
5. Periodically, the City, in conjunction with the contractor for refuse will review the vacancy list to determine if refuse is being placed out on the curb for City collection, or if the residence is occupied. If it is determined that refuse is being collected by the refuse contractor, or the residence is occupied, the property in question will immediately be taken off vacancy status and will be back billed to the date of the vacancy notice. In addition, you will also forfeit any future rights to any vacancy credits.
6. The City's refuse contractor has been paid for service up to the date of notification of vacancy, therefore, credit cannot be given for time prior to the date of notification.
7. By signing this vacancy notice you acknowledge that you have read this form and that a copy has been provided to you.

Applicant Signature

Authorized City Personnel:

Application Date: